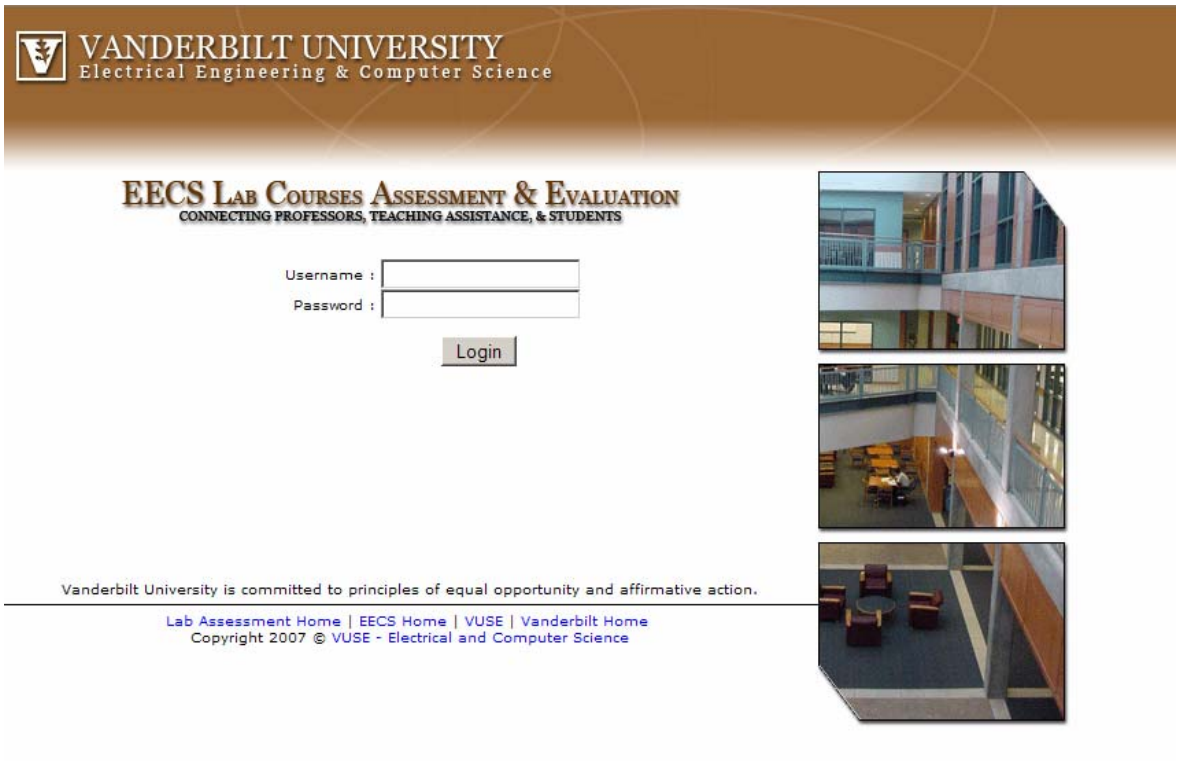
EECS LAB COURSE
ASSESMENT & EVALUATION WEBSITE

ADMINISTRATOR USER MANUAL


VANDERBILT UNIVERSITY
Electrical Engineering & Computer Science
EECS Lab Courses Assessment & Evaluation
CONNECTING PROFESSORS, TEACHING ASSISTANCE, & STUDENTS
Username :
Password :
Login
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Prepared by EECS Lab Assessment Group in Spring of 2007
For EECE 296 Senior Design Project

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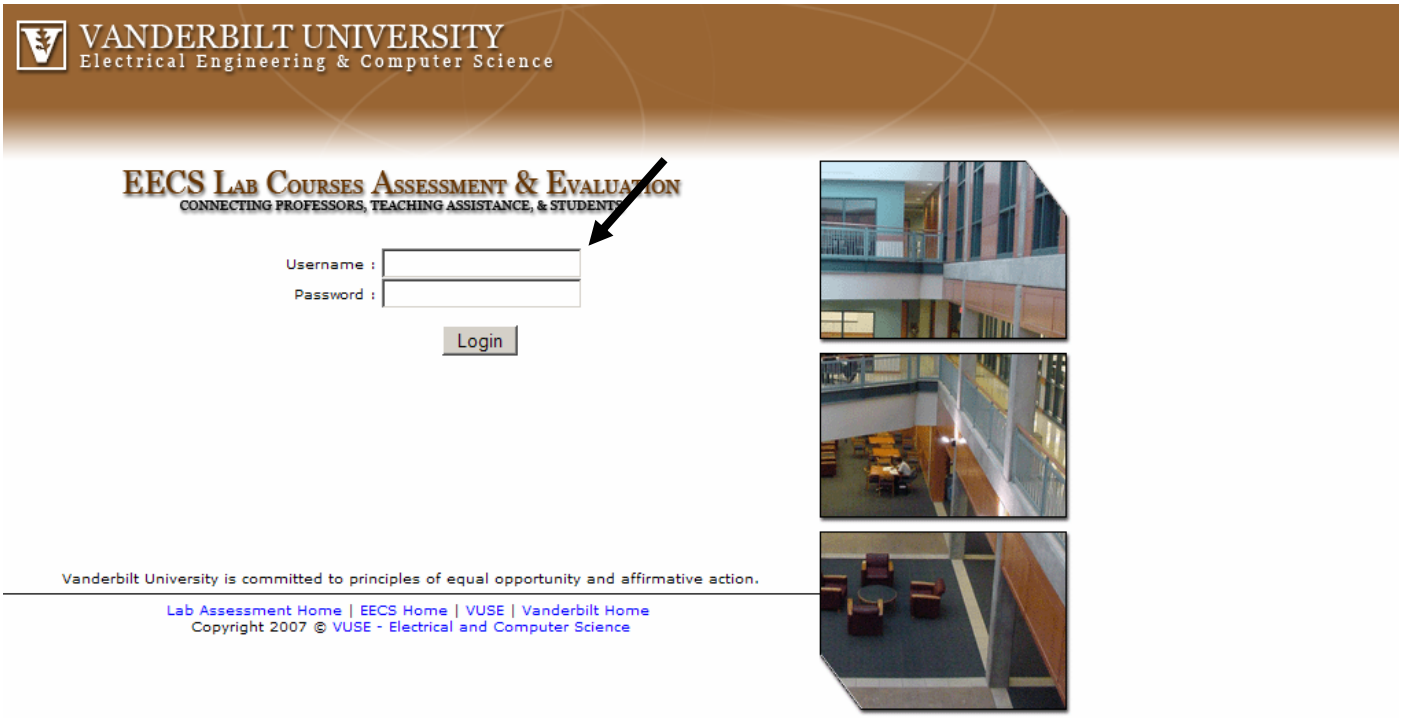
LOGIN / LOGOUT

To LOGIN to the system, the user should access *http://eecs.vanderbilt.edu/courses/grades/* using a typical web browser, such as *Microsoft Internet Explorer* or *Mozilla Firefox*.

The user will be prompted with a USERNAME and PASSWORD request. Enter your username and password in the space provided and click *LOGIN* to continue.


VANDERBILT UNIVERSITY
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Username :
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After clicking *LOGIN*, the user will be redirected to the user's home page. If the browser page does not reload within 15 seconds, the user should click the link on the page that says *CLICK HERE*.

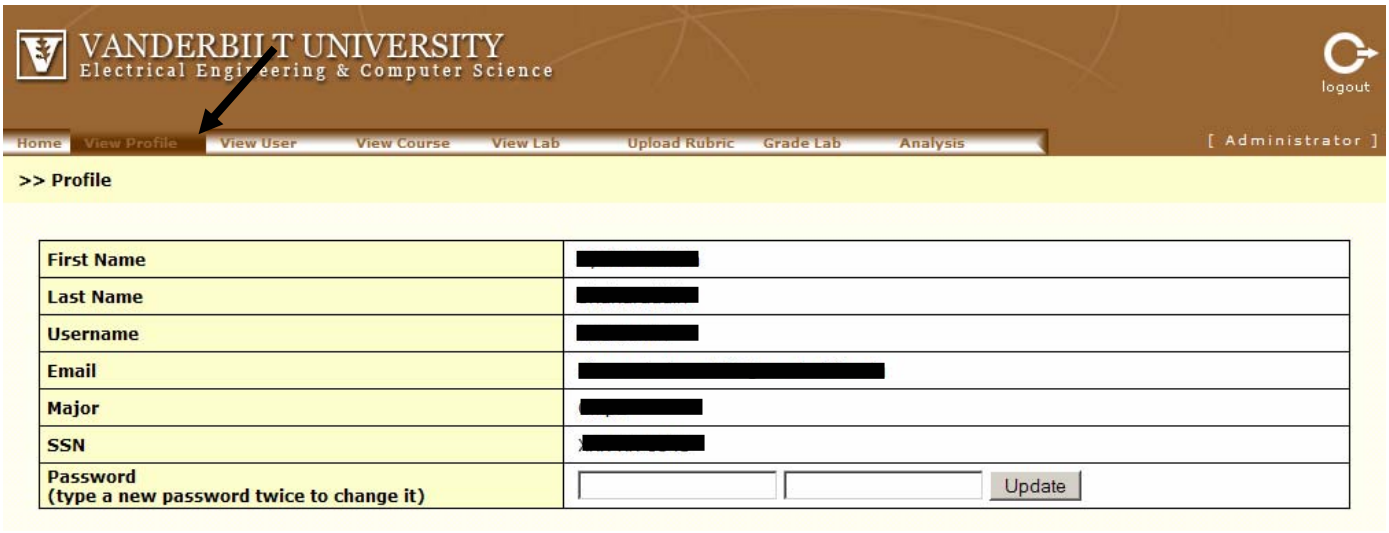
To LOGOUT of the system, the user should click the *LOGOUT* link on the top right of the browser window. Clicking this link will log the user off the system and return to the login page.

VIEW USER PROFILE

To view the PROFILE of the current user logged in, click the menu button that says *VIEW PROFILE*. This page includes the users following information:

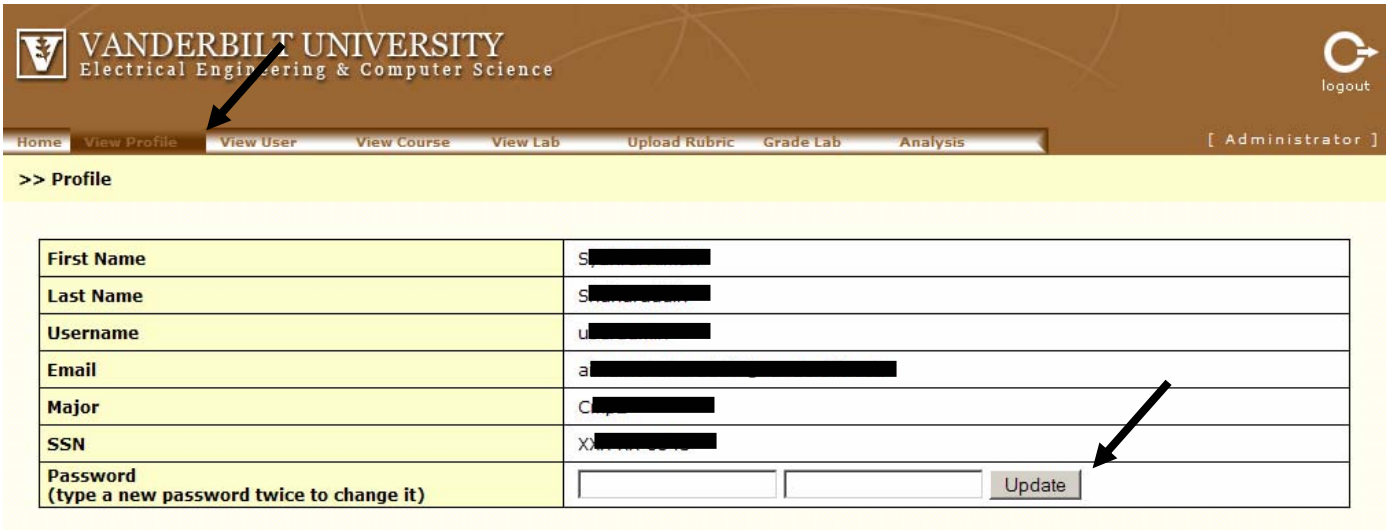
- First Name
- Last Name
- Username
- Email Address
- Major
- SSN (last four digits only)

This page also includes the option to change the user's password. See the "CHANGE USER PASSWORD" section of this document for information on changing your password.



CHANGE USER PASSWORD

To change the PASSWORD of the current user logged in, click the menu button that says *VIEW PROFILE*. Next to the "Password" box, enter the new password in each of the two text boxes. Then click *UPDATE*.



VIEW USERS

To VIEW USERS enrolled in the system, click the menu button that says *VIEW USERS*.

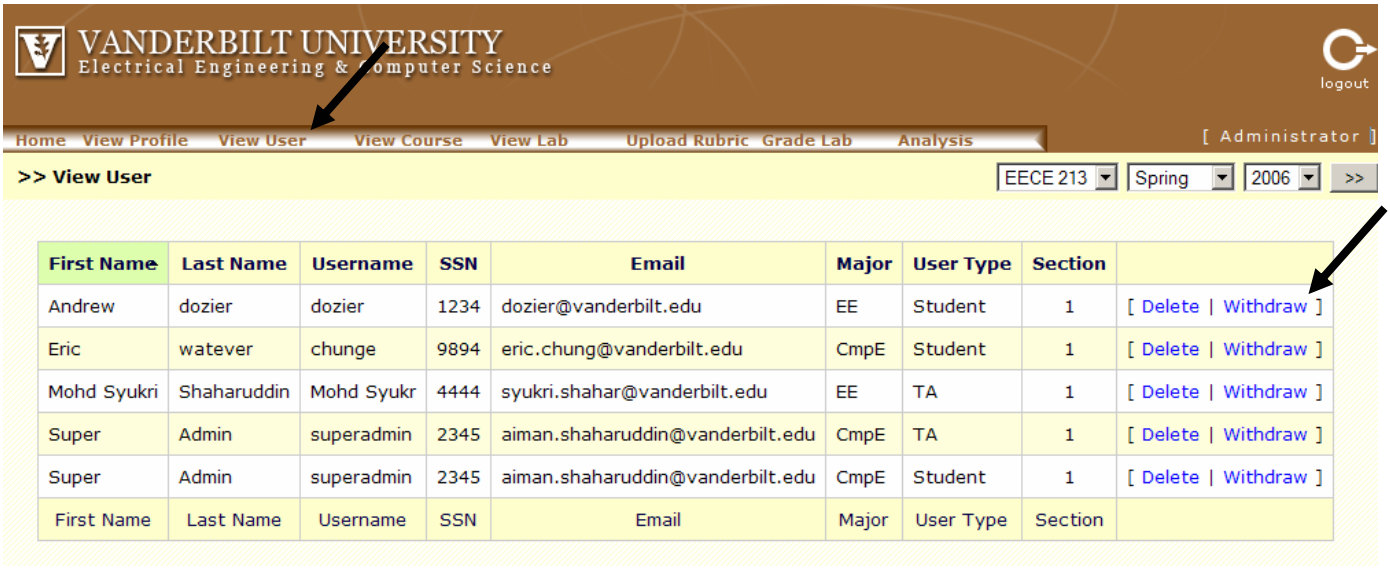
To VIEW ALL USERS enrolled in the system, click on the dropdown menu button *VIEW ALL*. This will direct the user to a page that shows the following information for all users in the system:

- First Name
- Last Name
- Username
- SSN (only the last four digits)
- Email Address
- Major
- User Type
- Course
- Year
- Term
- Section

The list of enrolled users can be sorted by clicking on the table header, which is top row of the table. Click the column header to sort by that attribute. Click again to change the sorting from ascending order to descending order, or vice versa.

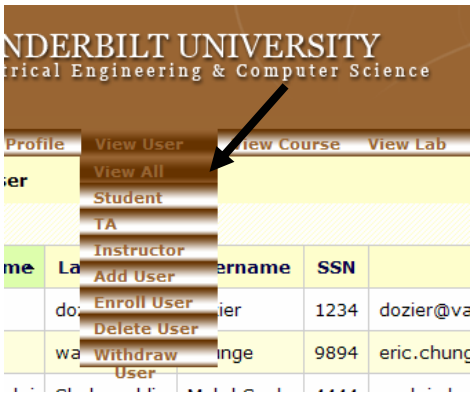
To change values of the user's attributes, click on the cell to be changed within the table. This will cause the table cell to change. If the attribute is First Name, Last Name, Username, SSN, or Email, a textbox will appear. Type in the new information in the text box and click *OK* to change it. Click the *CANCEL* link to leave the current information. If the cell attribute is Sex, Major, User Type, Course, Year, Term, Section, upon clicking the cell a dropdown menu will appear with the options to change the cell value to. Select the appropriate value and click *OK* to change. Click the cancel link to leave the current value.

To DELETE or WITHDRAW a user, click the *DELETE* or *WITHDRAW* link on the respective link in the row of the correct user.


VANDERBILT UNIVERSITY
Electrical Engineering & Computer Science
logout
Home View Profile View User View Course View Lab Upload Rubric Grade Lab Analysis
[Administrator]
>> View User
EECE 213 Spring 2006 >>
First Name Last Name Username SSN Email Major User Type Section
Andrew dozier dozier 1234 dozier@vanderbilt.edu EE Student 1 [Delete | Withdraw]
Eric watever chunge 9894 eric.chung@vanderbilt.edu CmpE Student 1 [Delete | Withdraw]
Mohd Syukri Shaharuddin Mohd Syukr 4444 syukri.shahar@vanderbilt.edu EE TA 1 [Delete | Withdraw]
Super Admin superadmin 2345 aiman.shaharuddin@vanderbilt.edu CmpE TA 1 [Delete | Withdraw]
Super Admin superadmin 2345 aiman.shaharuddin@vanderbilt.edu CmpE Student 1 [Delete | Withdraw]
First Name Last Name Username SSN Email Major User Type Section

To list only a certain Course, Term, and Year, select the appropriate options from the drop down menus on the top right of the browser window. Then click the ">>" button to the right of the dropdown menu.

To VIEW ALL STUDENTS enrolled in the system, click on the dropdown menu button *VIEW STUDENT*. This will direct the user to a page that shows all the students enrolled in every Course, Term, Section, and Year, along with each user's information. This information can be changed by clicking on appropriate the table cell. For more information, see the section above on "VIEW ALL USERS."



To VIEW STUDENTS enrolled in a particular Course, Term, and Year, select the appropriate values from the drop down menu on the top right of the browser window. Then click the ">>" button to display the results.

To VIEW ALL TA'S enrolled in the system, use the same procedure as above to VIEW ALL STUDENTS.

To VIEW ALL INSTRUCTORS enrolled in the system, use the same procedure as above to VIEW ALL STUDENTS.

ADD USER

To ADD USERS to the system, click the menu button that says *VIEW USERS*. Then click on the dropdown menu button *ADD USER*.

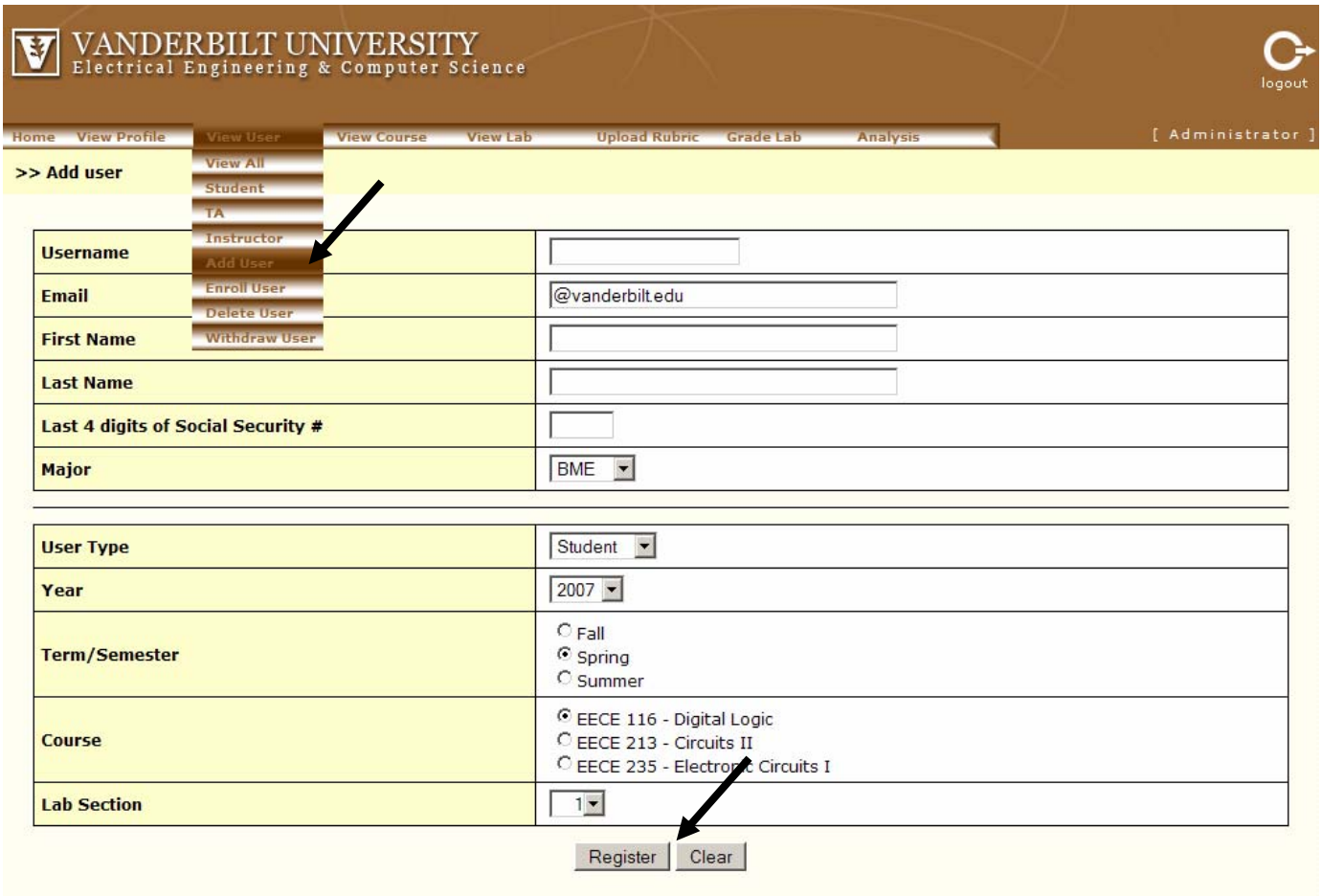
This page will prompt for the following information:

- Username (This should be the VUnet ID if available, or can be last name followed by the initial of the first name. Example John Williams would be "williamsj" all lowercase.)
- Email Address
- First Name
- Last Name
- SSN (only last four digits)
- Major
- User Type
- Year
- Term/Semester
- Course
- Lab Section

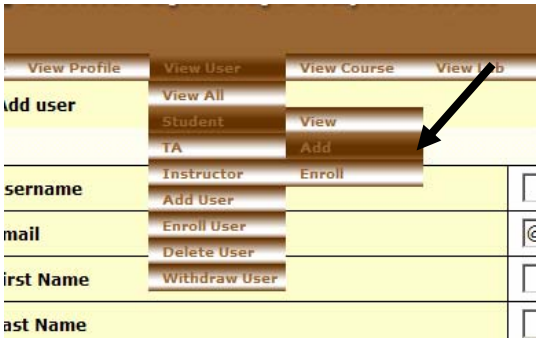
After entering in the appropriate information, click the *REGISTER* button to continue. This will add the user to the system and enroll them into a particular course, section, term, and year. Click the *CANCEL* button to cancel. The user's password will be automatically generated. It is the following format in all lowercase:

first name initial + last name initial + last four digits of social security number

For example, John William's password with a social security number of xxx-xx-1234 would provide the password: "jw1234".



A particular student may also be added by clicking the menu button that says *VIEW USERS*. Then click on the dropdown menu button *STUDENT*, and then click on *ADD STUDENT*. This can be repeated for adding a TA or instructor using the respective menu buttons.



ENROLL USER IN ANOTHER COURSE

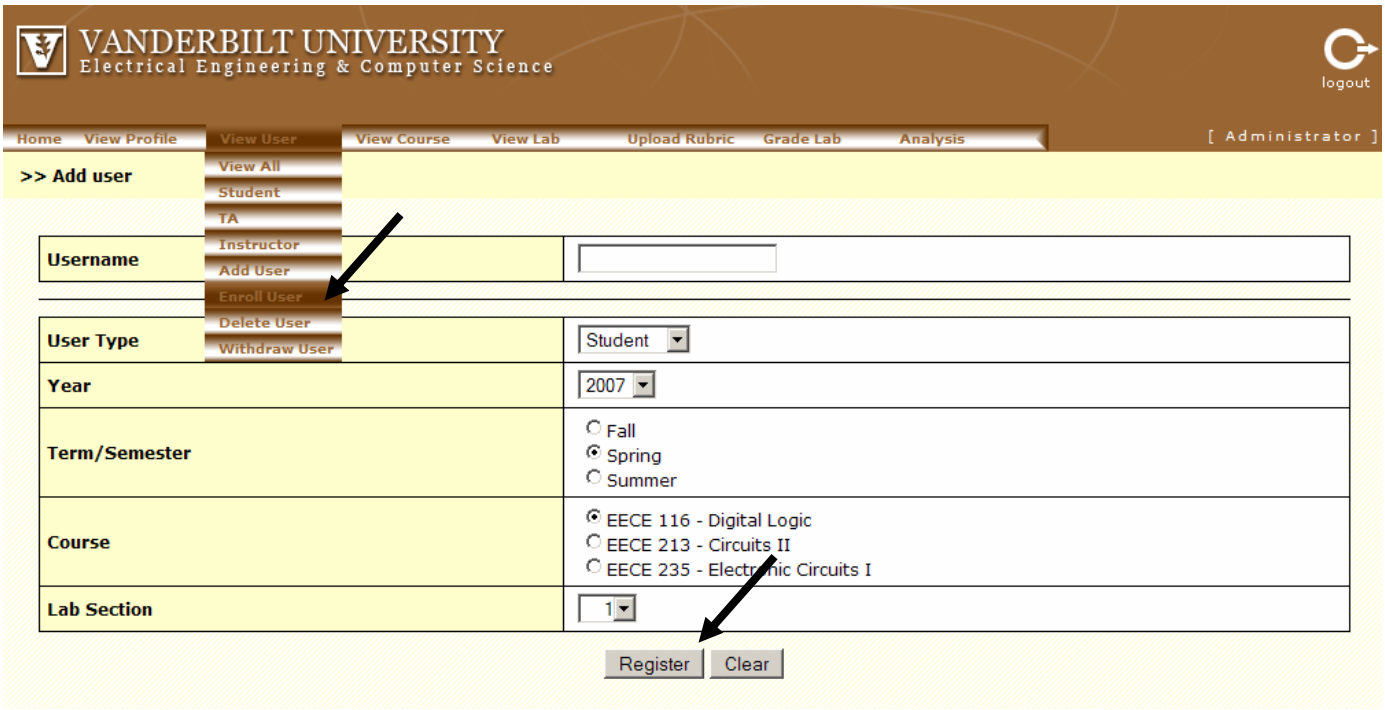
To ENROLL A USER IN ANOTHER COURSE, click the menu button that says *VIEW USERS*. Then click on the dropdown menu button *ENROLL USER*.

This page will prompt for the following information:

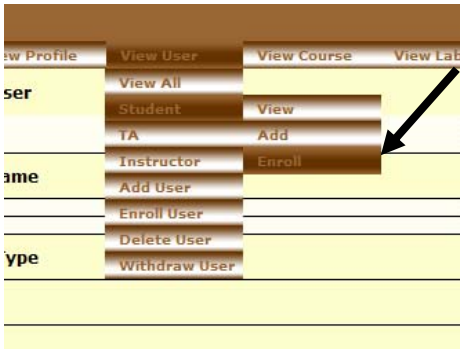
- Username (This is the current *USERNAME* of a user already within the system. To add a new user, see the "ADD USER" section of this document.)
- User Type
- Year
- Term/Semester

- Course
- Lab Section

After entering in the appropriate information, click the *REGISTER* button to continue. This will add the user to the system and enroll them into a particular course, section, term, and year. Click the *CANCEL* button to cancel.



A particular student may also be enrolled by clicking the menu button that says *VIEW USERS*. Then click on the dropdown menu button *STUDENT*, and then click on *ENROLL STUDENT*. This can be repeated for adding a TA or instructor using the respective menu buttons.



DELETE USER

To DELETE A USER from the system, click the menu button that says *DELETE USER.*

This page will prompt for the USERNAME of the user to be deleted. Enter the appropriate username and click the *DELETE* button to delete the user. Click the *CANCEL* button to cancel.

WITHDRAW USER

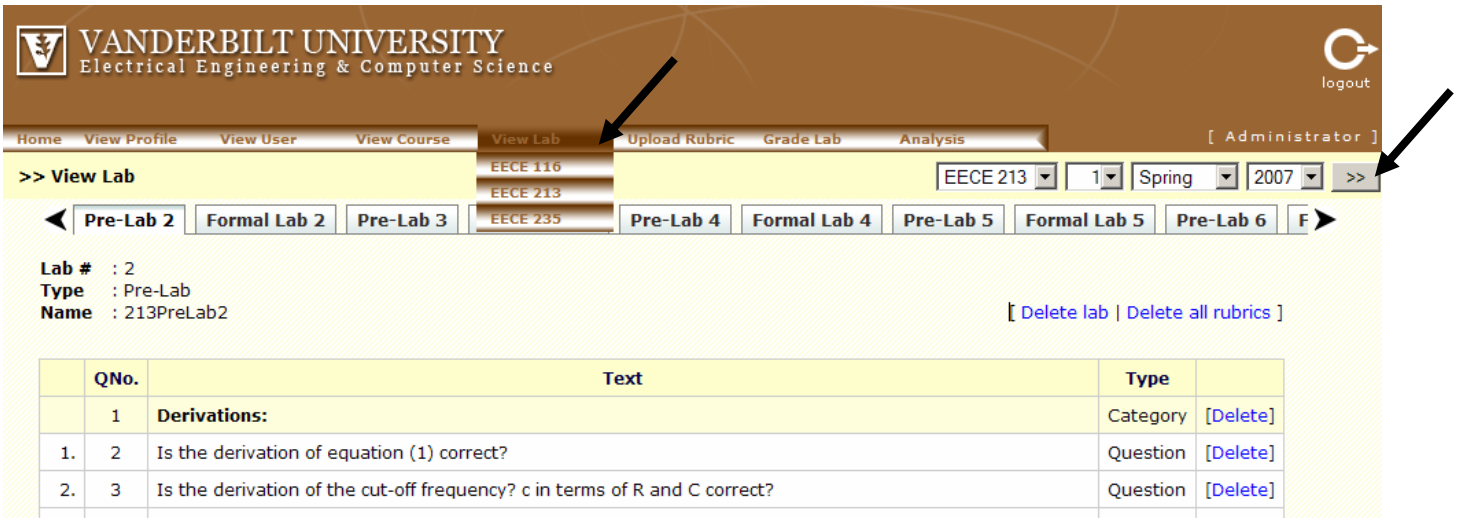
To WITHDRAW A USER from the system, click the menu button that says *WITHDRAW USER.*

This page will prompt for the USERNAME of the user to be deleted. Enter the appropriate username and click the *WITHDRAW* button to delete the user. Click the *CANCEL* button to cancel.

VIEW/EDIT LAB

To VIEW A LAB that is already in the system, click the menu button that says *VIEW LAB*. Then click on the dropdown menu button for the particular course.

Next select the appropriate Course, Section, Term, and Year from the drop down menus in the top right of the browser window. Then click the “>>” button to continue.

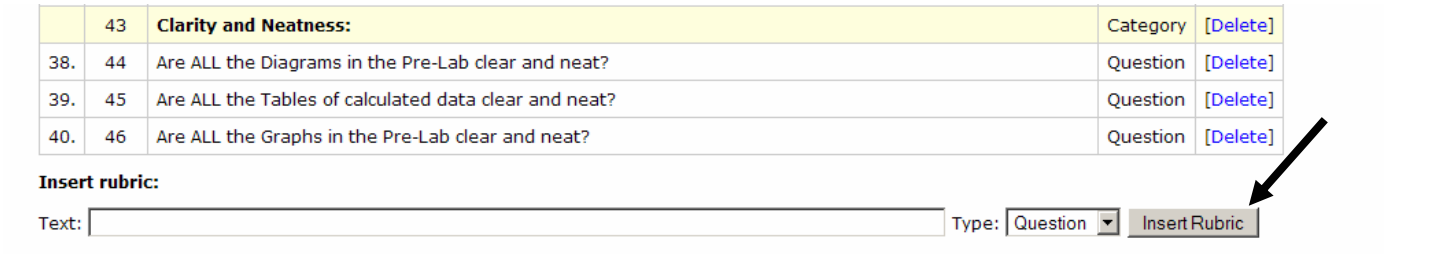

VANDERBILT UNIVERSITY
Electrical Engineering & Computer Science
logout
Home View Profile View User View Course View Lab Upload Rubric Grade Lab Analysis [Administrator]
EECE 116
EECE 213
EECE 235
>> View Lab
EECE 213 1 Spring 2007 >>
Pre-Lab 2 Formal Lab 2 Pre-Lab 3 Pre-Lab 4 Formal Lab 4 Pre-Lab 5 Formal Lab 5 Pre-Lab 6
Lab # : 2
Type : Pre-Lab
Name : 213PreLab2
[Delete lab | Delete all rubrics]
QNo. Text Type
1 Derivations: Category [Delete]
1. 2 Is the derivation of equation (1) correct? Question [Delete]
2. 3 Is the derivation of the cut-off frequency? c in terms of R and C correct? Question [Delete]

The appropriate labs should be displayed on the screen.

To CHANGE values of the lab rubric, click on the cell to be changed within the table. This will cause the table cell to change. Edit the text or select the appropriate value and click *OK* to change. Click the cancel link to leave the current value.

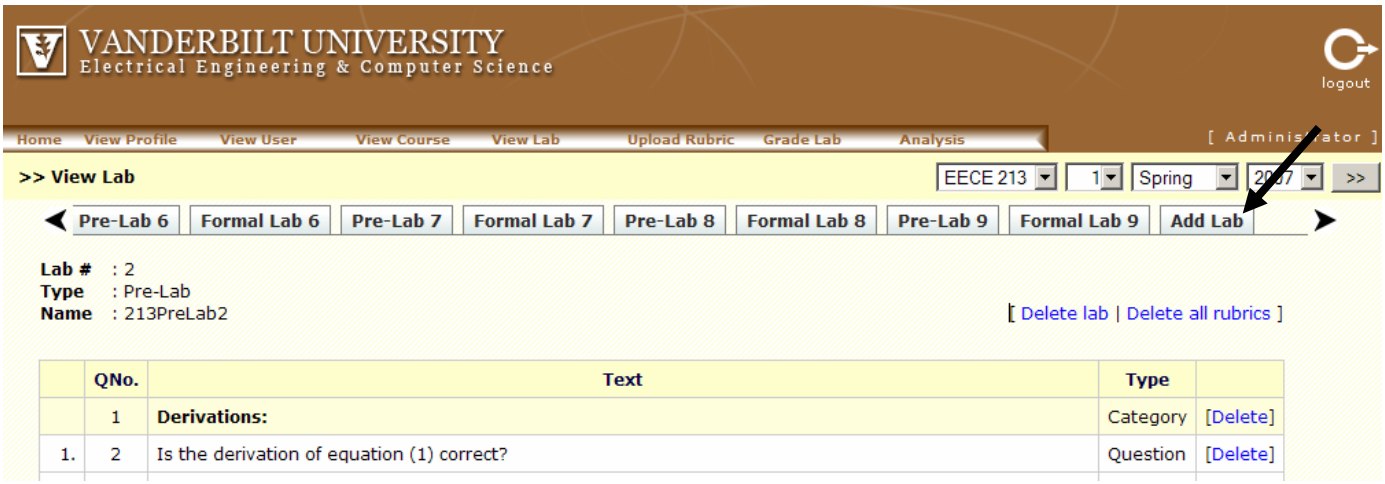
To DELETE a rubric, click the link in the appropriate row that says *DELETE*.

To ADD a rubric, scroll to the bottom of the page and insert the appropriate text in the textbox. If it is a grading rubric, use "TYPE" of QUESTION. If it is a category of rubric, use "TYPE" of CATEGORY. Then click the button that says *INSERT RUBRIC*.


43 Clarity and Neatness: Category [Delete]
38. 44 Are ALL the Diagrams in the Pre-Lab clear and neat? Question [Delete]
39. 45 Are ALL the Tables of calculated data clear and neat? Question [Delete]
40. 46 Are ALL the Graphs in the Pre-Lab clear and neat? Question [Delete]
Insert rubric:
Text:
Type: Question
Insert Rubric

To DELETE all the rubrics, click the appropriate link at the top right of the browser window that says "*DELETE ALL RUBRICS.*" To REMOVE the lab, including all the rubrics also, click the link that says *DELETE LAB.*

To ADD a lab, click on the "ADD LAB" button on the javascript enabled sliding toolbar. The ADD LAB button will be on the far right.


VANDERBILT UNIVERSITY
Electrical Engineering & Computer Science
logout
Home View Profile View User View Course View Lab Upload Rubric Grade Lab Analysis
[Administrator]
>> View Lab
EECE 213 1 Spring 2007 >>
Pre-Lab 6 Formal Lab 6 Pre-Lab 7 Formal Lab 7 Pre-Lab 8 Formal Lab 8 Pre-Lab 9 Formal Lab 9 Add Lab
Lab # : 2
Type : Pre-Lab
Name : 213PreLab2
[Delete lab | Delete all rubrics]
QNo. Text Type
1 Derivations: Category [Delete]
1. 2 Is the derivation of equation (1) correct? Question [Delete]

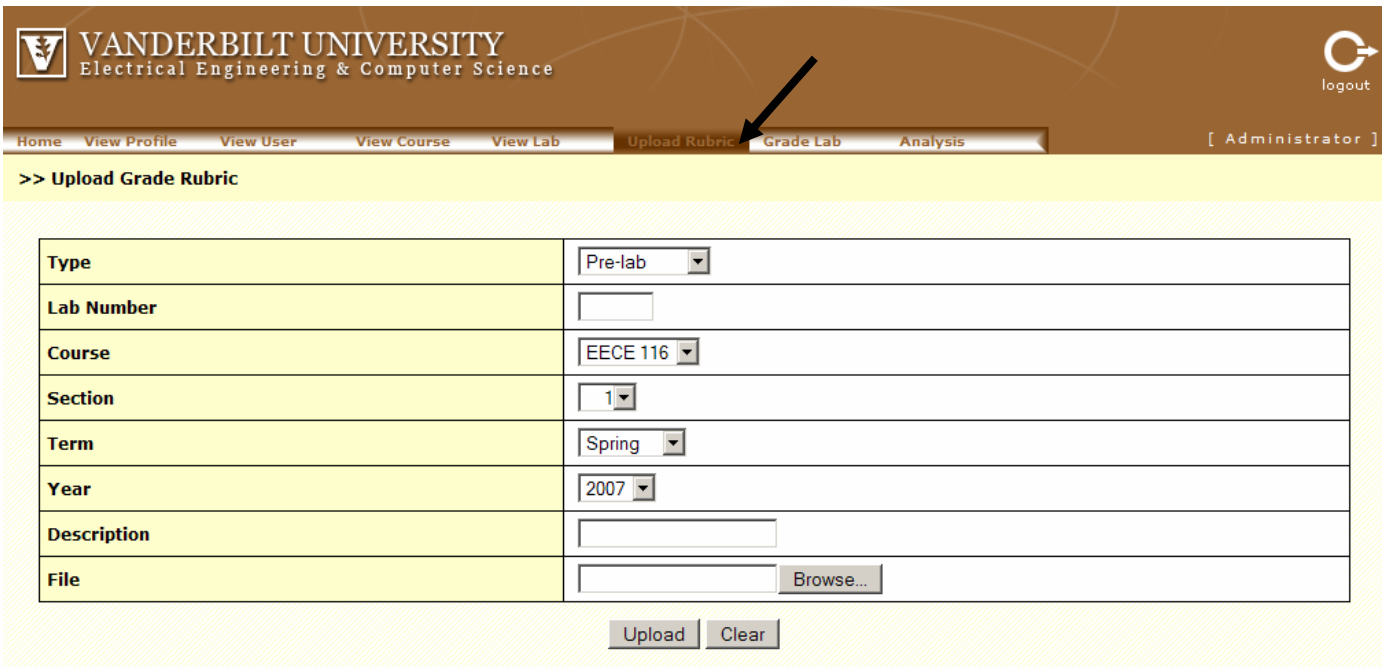
UPLOAD RUBRIC

To UPLOAD A RUBRIC for a lab, click the menu button that says *UPLOAD RUBRIC*.

This page will prompt for the following information:

- Type (Pre-Lab, Formal Lab, Other)
- Lab Number (The number of the lab report)
- Course
- Section
- Term
- Year
- Description (Enter a description of the assignment for your reference).
- File (Click Browse to select the file you wish to upload. The file must be in CSV format and conform to a standard format. Click "Download Sample" to view the correct format).

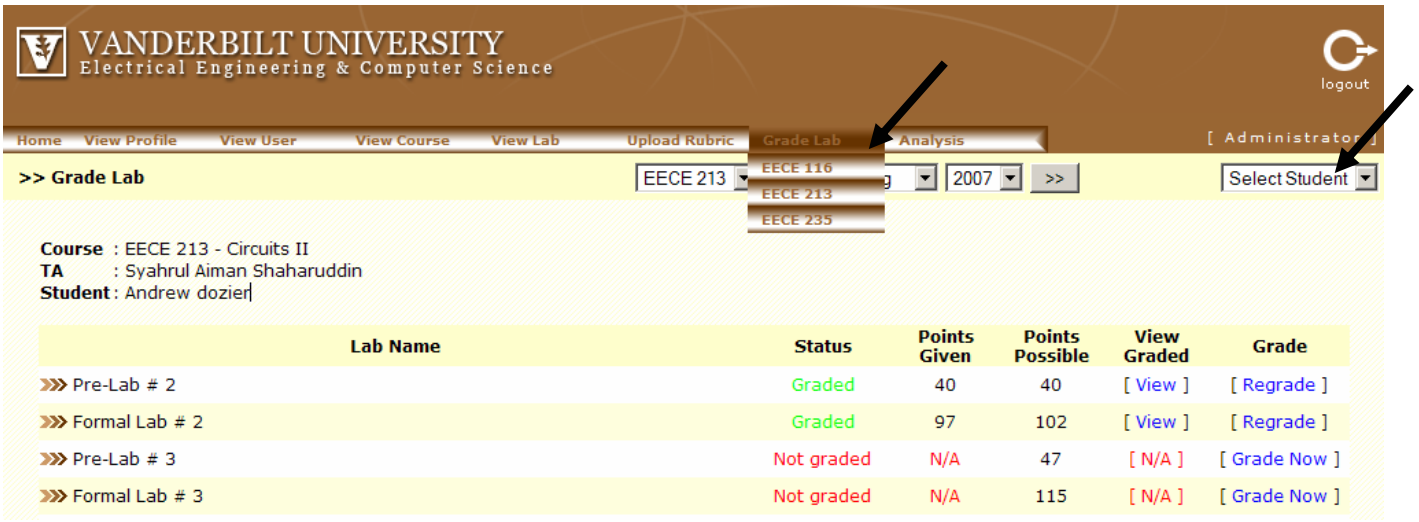
Choose the appropriate options and click *UPLOAD*. Click *CLEAR* to reset all chosen options and start over.



GRADE A LAB

To GRADE A LAB, click the menu button that says *GRADE A LAB*. Then click on the dropdown menu button for the particular course.

This will lead to a page with a drop down menu on the top right of the screen in the browser. Choose the appropriate Course, Section, Term, Year, and the name of the Lab to be graded. Then click the button that says *REFRESH*. This will then result in the drop down menu to the far right listing all students that can be graded for the chosen lab. Click on the student's name and it will load the grading rubric. If the Course, Section, Term, Year, or name of Lab needs to be changed, select the appropriate options. Then click *REFRESH* again before clicking the selected student's name.



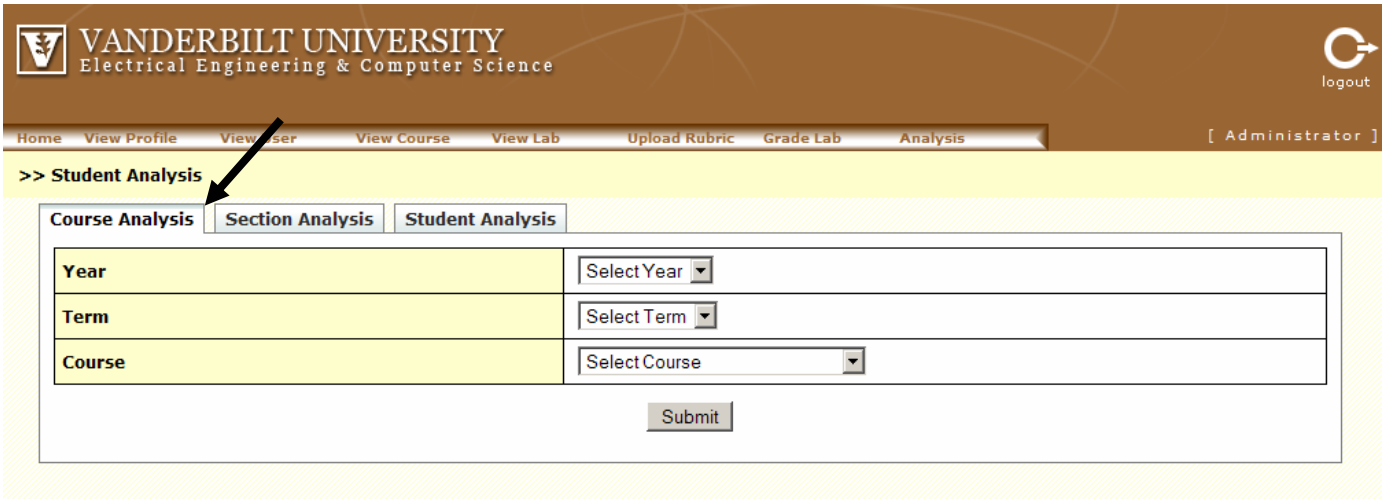
To GRADE THE LAB, click on the YES or NO buttons next to the appropriate rubric. Then scroll to the bottom of the page and click *SUBMIT*. This will lead to a page that shows the response to each rubric question. It will also show a summary of the number of correct responses, the number of incorrect responses, and the total percent correct.

To GRADE ANOTHER LAB after a lab has just been graded, choose the appropriate options from the drop down menu in the top right of the browser and select the Name of the student to be graded.

ANALYSIS AND STATISTICS

To access the ANALYSIS AND STATISTICS section, select the menu button that says *ANALYSIS.*

This will load a page with several options: including *Course Analysis*, *Section Analysis*, and *Student Analysis*. Choose the appropriate option.

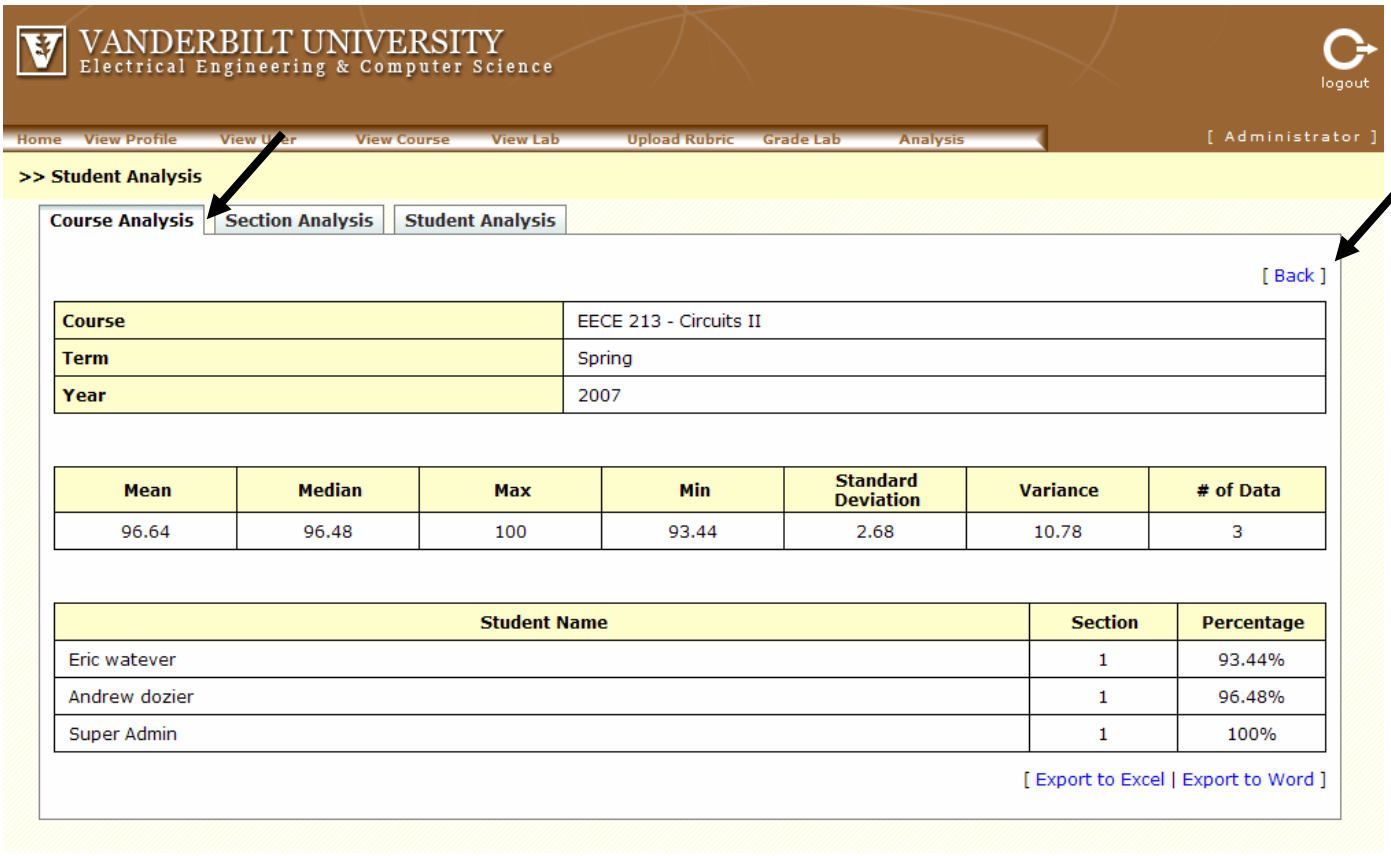


Course Analysis

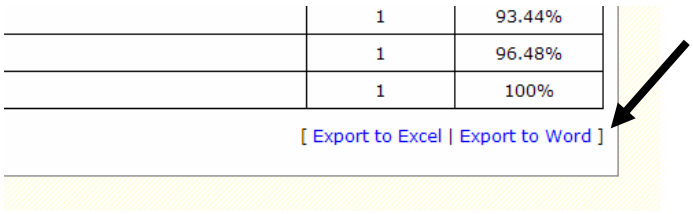
To see a COURSE ANALYSIS for an individual course, click the *COURSE ANALYSIS* button. This section of analysis shows the overall achievement of a given course by describing all students' performance as a whole. It may consist of a number of lab sections with any given number of students in each section. To change the current section, class, term or year, click the back button.

The statistics shown in this section include the following:

- Mean
- Median
- Max
- Min
- Standard Deviation
- Variance
- Number of Data



To EXPORT this information to Microsoft Word or Excel, click the appropriate link at the bottom right of the page.

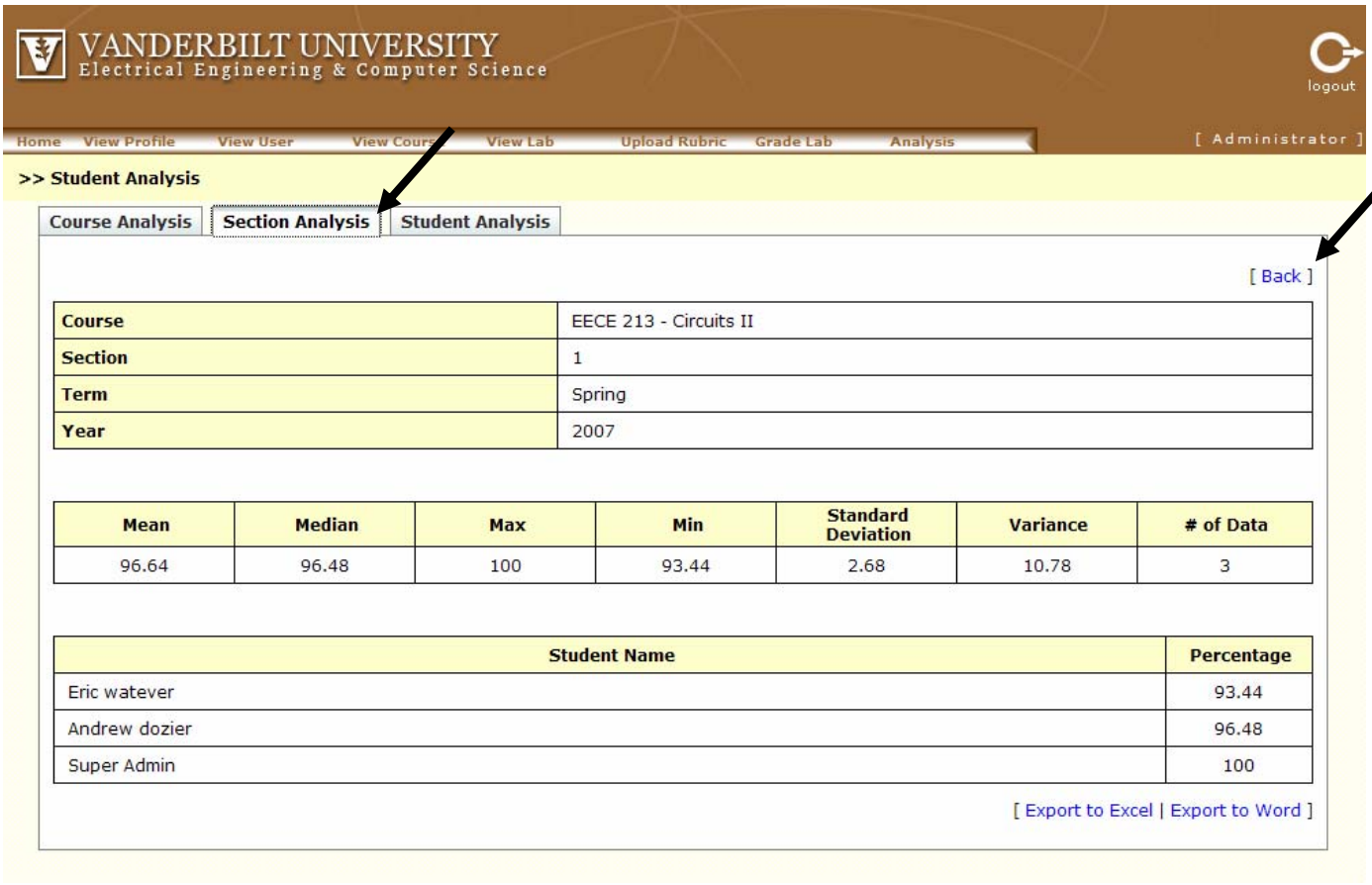


Section Analysis

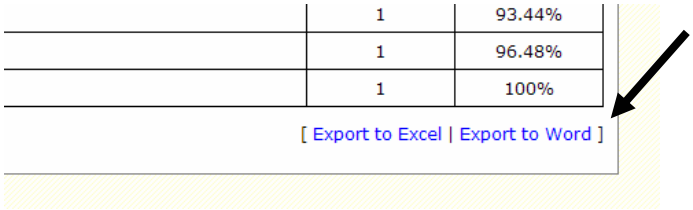
To see a SECTION ANALYSIS for an individual section of a course, click the *SECTION ANALYSIS* button. This section of analysis shows the overall achievement of a given course section by describing all students' performance as a whole within that section. It will consist of any given number of students in each section. To change the current section, class, term or year, click the back button.

The statistics shown in this section include the following:

- Mean
- Median
- Max
- Min
- Standard Deviation
- Variance
- Number of Data

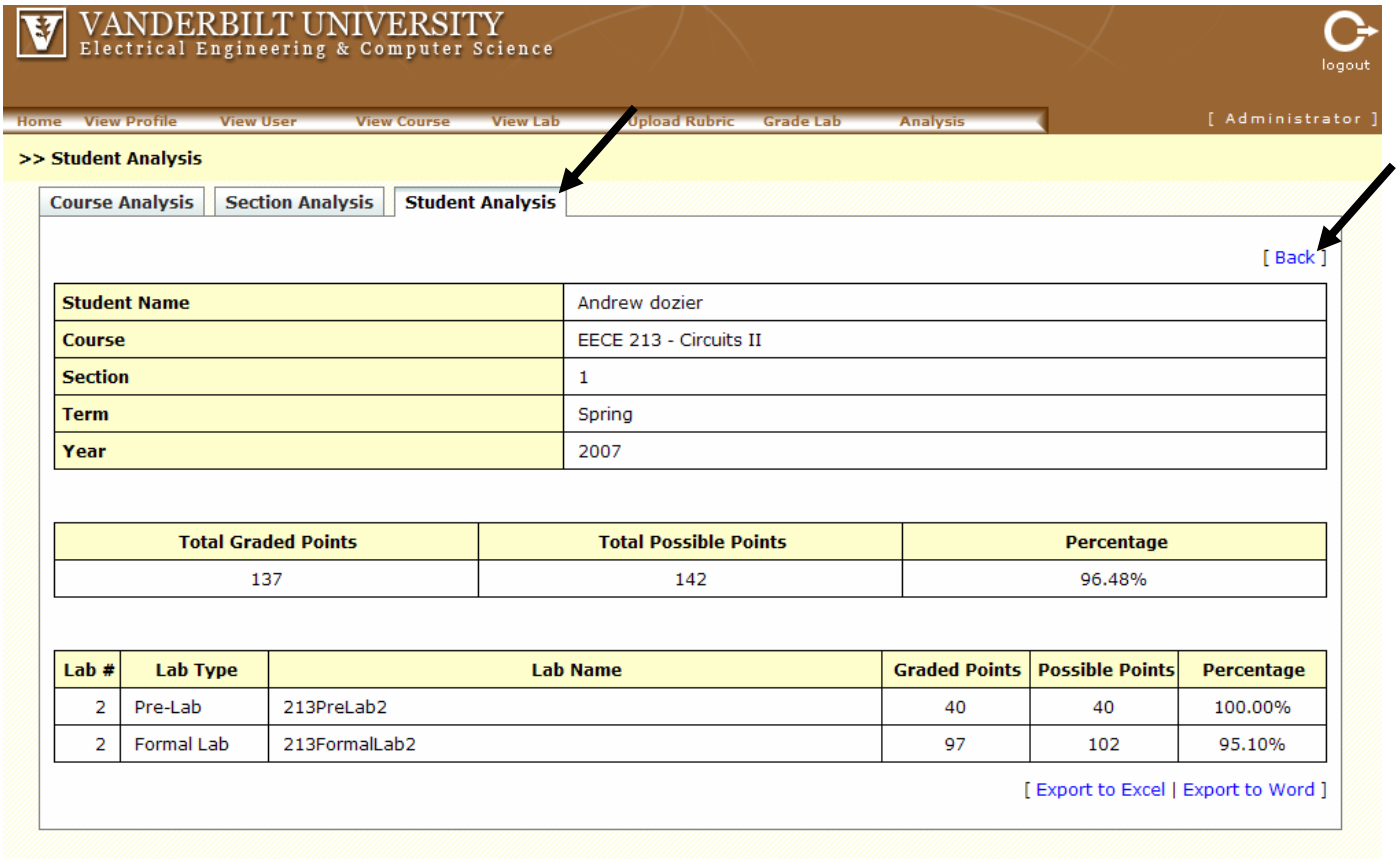


To EXPORT this information to Microsoft Word or Excel, click the appropriate link at the bottom right of the page.



Student Analysis

To see a STUDENT ANALYSIS for an individual student within a course, click the *STUDENT ANALYSIS* button. This section of analysis shows the overall achievement of a given student section by describing the students performance. Select the appropriate student. To change the current section, class, term or year, click the back button.


VANDERBILT UNIVERSITY
Electrical Engineering & Computer Science
logout
Home View Profile View User View Course View Lab Upload Rubric Grade Lab Analysis
[Administrator]
>> Student Analysis
Course Analysis
Section Analysis
Student Analysis
[Back]
Student Name Andrew dozier
Course EECE 213 - Circuits II
Section 1
Term Spring
Year 2007
Total Graded Points 137
Total Possible Points 142
Percentage 96.48%
Lab # Lab Type Lab Name Graded Points Possible Points Percentage
2 Pre-Lab 213PreLab2 40 40 100.00%
2 Formal Lab 213FormalLab2 97 102 95.10%
[Export to Excel | Export to Word]

To EXPORT this information to Microsoft Word or Excel, click the appropriate link at the bottom right of the page.